

Childcare Offer and Charges Template - Provider Guidance Notes

Introduction

From January 2026, all childcare settings must clearly publish information about their childcare offer and charges. This ensures families can make informed choices about which setting best suits their needs.

This template helps Lancashire childcare providers present their funded entitlements and optional service charges in a clear and consistent way. Families will be able to see:

- How to access funded hours at each setting
- Charges for any additional hours beyond the funded entitlement
- Charges and alternative options for meals, non-food consumables, and extra activities

Note:

- Settings who have their own website, may use this template or their own format, but all information in this template must be available and easily accessible for parents on the setting website.
- Settings that do not have a website, must submit the completed form to the Early Years Funding Team for publication on the council's Family Information Service website.

Section 1 - Setting Details

Section 1 - Setting Details	
Ofsted Registration Number	
Setting Name	
Address	
Postcode	

Section 2 – Description of Services Offered

- This section provides an overview of the available provision at the setting, including opening times, age ranges, and available sessions etc. This section is **not about funded sessions or charges** as these are detailed in sections 3-8 below.

Section 2 – Description Of Services Offered	
Opening days & times	<i>Specify the days the setting is open and the daily opening times (e.g., 07:30–18:00). If times vary by day, specify this.</i>
Weeks open in year	<i>State number of weeks open, bank holiday closures, and any other closure periods. E.g., "Open 51 weeks, closed all bank holidays and Christmas week."</i>
Term time only places	<i>State if these are offered, not offered, or subject to availability.</i>
Available sessions	<i>List session times (e.g., 08:00–13:00, 13:00–18:00, 09:00–15:00 etc.)</i>
Age ranges	<i>Specify ages of children accepted (e.g. from their 2nd birthday up to children starting school.)</i>
Notes:	<i>Add in any relevant notes about the services/provision offered.</i>

Section 3 - Early Education Funding Offer & Delivery Patterns

Describe how the early education funded entitlements are delivered/offered. Settings may determine the structure of funded sessions, the age groups they apply to, and the number of places offered, provided statutory guidance is adhered to.

Key Points:

- Families must be able to access funded sessions without paying for additional hours or services.
- If the setting has capped the number of funded places and these are full, families will be required to pay the standard rate until a funded place becomes available. Funding cannot be claimed to subsidise a non-funded place.
- Equal access must be given to all eligible families, regardless of entitlement type or whether they pay for extras.

Please see examples below. These are purely examples, it is up to each setting to determine how many options they offer, providing their offer is line with the statutory guidance.

Section 3 - Early Education Funding Offer & Delivery Patterns					
Options	Session times	Total funded hours per day	Days of the week available	Term time availability	Stretched Hours
Option 1	09:00-16:30	7.5 hours	Mon-Fri	Yes	Yes
Option 2	08:00-13:00	5 hours	Mon-Fri	Yes	Yes
Option 3	13:00-18:00	5 hours	Mon-Fri	Yes	Yes
Option 4	08:00-18:00	10 hours	Mon-Fri	Yes	No
Option 5	09:00-12:00	3 hours	Mon-Fri	Yes	No
Option 6	12:00-15:00	3 hours	Mon-Fri	Yes	No
Notes:	Include any relevant notes, such as how you manage oversubscription to funded places, whether you have capped the number of funded sessions available, the age ranges for which your setting offers funded places, any age restrictions that apply to specific sessions etc.				

Section 4 - Charges For Additional Hours or Sessions

Settings may charge for hours beyond the funded entitlement, but this must not be a condition of accessing a funded place. Charges can be sessional or hourly and may include or exclude meals/snacks.

For example:

- Funded sessions: 09:00–16:30. Charges apply for 07:00–09:00 and 16:30–18:00.
- Please see example below.

Section 4 - Charges for Additional Hours			
Where families require additional hours over and above their daily funded entitlements, charges will be applied as follows:			
Chargeable Times	Under 2's	2 Year Olds	3 & 4 Year Olds
e.g 07:00-09:00	£25	£20	£18
16:30-18:00	£15	£12	£11.50
or			

<i>Per hour</i>	<i>£10</i>	<i>£10</i>	<i>£10</i>
Notes	<i>Include any relevant notes, such as notice periods for changes to pattern of hours etc.</i>		

Note: settings may also include their private charges in section 4 for all their standard sessions offered if they wish to do so

Section 5 - 7 Charges for Optional Services i.e. Meals & Snacks, Non-Food Consumables, Extra Activities

Settings can charge for meals, snacks, non-food consumables, and extra activities, but parents **must** be able to opt out and with reasonable alternatives offered.

Settings are responsible for deciding what reasonable alternatives are available for families who wish to opt out of the optional services (for example, allowing parents to provide food or snacks that meet the setting's food policy, or to supply their own consumables). However, these alternatives must be practical and fair. For instance, it would not be reasonable to require parents to collect their child during mealtimes or to deliver food just before it is served.

Settings can decide how to charge for optional services. Charges may be set per day, session, or hour, or offered as a package with weekly, monthly, or termly rates. If you use a package pricing model, ensure fairness by considering the attendance patterns of both part-time and full-time children, so that access to services is reflected appropriately in the charges.

Also make clear if the charges just relate to the funded sessions or privately paid for sessions too. Settings may just decide to apply them against the funded sessions only as the cost of these extras may have already been incorporated into their standard prices.

The most important principle is to be open and transparent with parents, enabling them to make fully informed decisions before accepting a funded place.

Section 5 - Charges for Meals & Snacks		
Description	Unit	Unit Price
<i>Provide an overview of your food provision. For example, you may offer all meals and snacks throughout the day, or you might only provide lunches while parents are expected to supply snacks and drinks. If food or snacks are not permitted on the premises, please explain this policy and the reasons behind it, so parents understand your approach. Also, clarify whether these charges apply only to funded sessions, privately paid sessions, or both. You may choose to apply charges solely to funded sessions if the cost of these extras is already included in your standard prices for privately paid sessions.</i>	<i>Specify how meals/snacks are charged (e.g. per day, per session, per hour)</i>	<i>State the cost for each unit (e.g. £8 per day).</i>
Notes	<i>Include any relevant notes</i>	

Section 6 - Charges for Non-Food Consumables		
Description	Unit	Unit Price
<i>Provide a detailed, itemised list of what is included in your consumables charge (for example: nappies, wipes, nappy sacks, creams, non-prescription medication, etc)</i> <i>Please refer to section A1.41 of the statutory guidance for a list of items that must not be included in your consumables charge</i> <u>Early education and childcare - GOV.UK</u>	<i>Specify how the consumables are charged (e.g. per day, per session, per hour)</i>	<i>Specify the price for each unit e.g. £2 per day</i>
Notes	Include any relevant notes	

Section 7 - Charges for Extra Activities		
Description	Unit	Unit Price
<i>Provide details of extra optional activities such as events, celebrations, specialist tuition (for example trips, music classes, dance/drama classes, foreign languages, forest school sessions)</i> <i>You may decide to only offer the extra activities on certain days of the week. If that is the case, make it clear here.</i>	<i>Specify if charges are daily, sessional, hourly, weekly etc</i>	<i>Specify the price for each unit e.g. £5 per day</i>
Notes	Include any relevant notes	

Section 8 – Opt-Out Policy & Reasonable Alternatives

Clearly explain what the reasonable alternatives are for parents who wish to opt out of the optional services for meals, non-food consumables and extra activities, so they are clear of the implications for their child.

Explain the process for how parents can opt out of optional services. Also specify the notice period required if they wish to change their decision.

Section 8 – Opt-Out Policy & Reasonable Alternatives

Section 9 – Other Charges

List any additional charges, such as:

- Drop-off/collection services
- Registration fees (not applicable for funded-only places)
- Deposits (must be refundable for fully funded children)
- Late pick-up charges

Section 9 - Other Charges		
Description	Unit	Unit Price

Section 10– Tax Free Childcare

If you accept Tax-Free Childcare or Universal Credit Childcare, explain how families can use these schemes at the setting.

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